

FACULTY LAPTOP DISTRIBUTION AND LOANER POLICY

A. Full-Time Tenure-Track, and Tenured Faculty Members

New laptops will be provided by the University to new Full time Tenure/Tenure Track faculty up to a maximum of \$1,500.

Computers issued to these faculty members become the property of the hiring department, except in cases where the faculty member leaves UTEP within three years of his/her hire date. In these cases, the computer must be returned to Technology Support for repair, re-imaging, and re-distribution.

Standard computer packages will be provided to incoming new Tenure/Tenure Track faculty at no cost to the hiring department up to a maximum of \$1,500. Additional enhancements or additions to the standard computer package in excess of the \$1,500, will be covered by the faculty member's respective department.

If damage occurs to the equipment the faculty member will be responsible for bringing the equipment to Technology Support for assessment of damages. Damages will be repaired if the equipment is still under warranty, which may require shipment to the manufacturer. If laptop damage is beyond repair, the laptop will be replaced only if covered by the warranty. If damage is not covered by the warranty or the equipment/components are lost, a new laptop or the necessary parts may be purchased by the faculty or the faculty member's respective department.

B. Full-Time Non-Tenure-Track Faculty Members

All new non-tenure-track faculty members, appointed to at least 50% time are eligible for a laptop through the Laptop Check-out Program facilitated by Technology Support (unless a hiring department wishes to provide a computer at its own cost). This Program makes the laptop available to faculty in one-year terms. At the end of the year the laptop can be renewed by the same individual for another year, assuming his/her employment contract is renewed.

Whenever a non-tenure-track individual leaves UTEP, his/her computer must be returned to the laptop pool, for repair, re-imaging, and re-distribution. If a non-tenure-track faculty member converts to a tenure-track position, they have the option of keeping their laptop or returning it for a newer desktop or laptop computer package.

Computers issued to non-tenure-track faculty members remain the property of Technology Support.

Part-time faculty members appointed to less than 50% time are not eligible for this Program. These faculty members should contact their departmental Technology Implementation Manager to make plans for use of equipment, on a case-by-case basis.